

**March 3, 2014 8:30 A.M.**

**JONES COUNTY BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**JONES COUNTY OFFICE COMPLEX - COMMISSIONERS' ROOM**

**MINUTES**

**COMMISSIONERS PRESENT:**

Mike Haddock, Chairman  
Sondra Ipock-Riggs, Vice-Chairman  
Zack Koonce, III, Commissioner  
Joe Wiggins, Commissioner  
Frank Emory, Commissioner

**OFFICIALS PRESENT:**

Franky J. Howard, County Manager  
Jennifer King, Clerk to the Board  
Melissa Moore-Freeman, Finance Officer  
Jimmie B. Hicks, County Attorney

The Chairman called the meeting to order and Commissioner Koonce gave the invocation. A **MOTION** was made by Commissioner Wiggins, seconded by Commissioner Koonce, and unanimously carried **THAT** the agenda be approved with the following addition:

**10. CLOSED SESSIONS UNDER NCGS 143-318.11(a)(6) and 143-318.11(a)(3)**

**MOTION** made by Commissioner Koonce, seconded by Commissioner Wiggins, and unanimously carried **THAT** the minutes of February 17, 2014, regular session, February 17, 2014, closed session, February 24, 2014, regular session, and February 24, 2014 closed session, be approved.

**PUBLIC COMMENT PERIOD:**

Walter Robinson stated that there were concerns from citizens in regards to water tap fees. He questioned whether the meter was the property of the homeowner or the county. Mr. Robinson explained that it wasn't fair for someone to pay the tap fee to have a meter installed and have to pay another tap fee if they moved from that location to another property without service. Mr. Howard explained that the fee was for the installation of the service and the installation was an improvement to the parcel, which would increase the value of the property. Mr. Howard also stated that the meter was owned by the county. The board will discuss this issue and send Mr. Robinson a formal response to his inquiry.

**1. DOT APPRECIATION LETTER**

**MOTION** made by Commissioner Wiggins, seconded by Commissioner Koonce, and unanimously carried **THAT** the letter drafted for the DOT be approved as presented. A copy of the letter is marked Exhibit A and is hereby incorporated by reference and made a part of these minutes.

**2. BUDGET AMENDMENTS 14 & 15**

**MOTION** made by Commissioner Ipock-Riggs, seconded by Commissioner Wiggins, and unanimously carried **THAT** Budget Amendments 14 & 15 be approved, a copy of which is marked Exhibit B and is hereby incorporated by reference and made a part of these minutes.

**3. FMLA POLICY UPDATE**

**MOTION** made by Commissioner Koonce, seconded by Commissioner Wiggins, and unanimously carried **THAT** the FMLA policy update be approved as presented, a copy of which is marked Exhibit C and is hereby incorporated by reference and made a part of these minutes.

**4. CTP STEERING COMMITTEE**

Mr. Howard presented information to the Board from the North Carolina Department of Transportation concerning the creation of a CTP Steering Committee in Jones County. No action was taken on this item.

**5. CAPITAL REQUESTS - COMPUTERS**

**MOTION** made by Commissioner Wiggins, seconded by Commissioner Emory, and unanimously carried **THAT** the capital requests for computers be approved in the amount of \$18,727.12 as requested using County Capital Funds. These computer upgrades are required due to Microsoft XP no longer being supported and in order to keep our system secure. A copy of the quotes is marked Exhibit D and is hereby incorporated by reference and made a part of these minutes.

**6. DEBT SETOFF REFUNDS**

**MOTION** made by Commissioner Koonce, seconded by Commissioner Ipock-Riggs, and unanimously carried **THAT** the debt setoff refunds be approved as presented on the Debt Setoff Refund Report, a copy of which is marked Exhibit E and is hereby incorporated by reference and made a part of these minutes.

**7. JOINT MEETING WITH SCHOOL BOARD, REP. MCELRAFT & SEN. BROWN**

Mr. Howard explained that a tentative date was scheduled for March 31, 2014, to meet with Harry Brown and Pat McElraft. However, Rep. McElraft is not available on that date. It was the pleasure of the Board to reschedule for a date that would fit the schedule for both of these representatives. Mr. Howard will report to the Board at the next meeting in regards to a rescheduled meeting date.

There was some discussion about lottery funds and the potential decrease in funds to be received by the County. These funds were allocated for the Jones Senior High School gymnasium project and any decrease in the amount received will result in a deficit of the annual payment for the project.

**8. INVOICE - SUMRELL, SUGG, CARMICHAEL, HICKS & HART, P.A.**

**MOTION** made by Commissioner Wiggins, seconded by Commissioner Koonce, and unanimously carried **THAT** an invoice for services rendered by Sumrell, Sugg, Carmichael, Hicks & Hart, P.A. be approved for payment as follows:

|                                 |            |
|---------------------------------|------------|
| General Legal                   | \$3,595.01 |
| Matchpoint - Breach of Contract | \$2,564.88 |
| HMGP Buyout Program             | \$100      |
| EDC                             | \$1,141.69 |

**9. AUTOMATIC METER READING PROJECT - PAY REQUEST NUMBER 6**

**MOTION** made by Commissioner Emory, seconded by Commissioner Wiggins, and unanimously carried **THAT** the Automatic Meter Reading Project Pay Request Number 6 be approved for payment in the amount of \$88,626.62 using AMR Funds.

**COUNTY MANAGER'S REPORT**

None.

**COMMISSIONER'S REPORTS**

*Commissioner Wiggins -*

None

*Commissioner Ipock-Riggs -*

Commissioner Ipock-Riggs expressed a desire to have a workshop to discuss water issues.

*Commissioner Koonce-*

None

*Commissioner Emory -*

None

**PUBLIC COMMENT PERIOD**

Walter Robinson expressed concerns about pit bulls in the county. Mr. Robinson expressed a desire for the board to take action against these dangerous dogs and explained that Mecklenburg County had created a rule that owners of these dogs be insured in the amount of \$10,000. There was some discussion amongst the Board concerning the Dangerous Dog Board and possible ordinances. The Board will discuss this issue with the attorney and send a formal reply to Mr. Robinson on this issue at a later date.

**10. CLOSED SESSIONS**

**MOTION** made by Commissioner Emory, seconded by Commissioner Koonce, and unanimously carried **THAT** the Board go into closed sessions under NCGS 143-318.11(a)(6) and NCGS 143-318.11 (a)(3).

**MOTION** made by Commissioner Emory, seconded by Commissioner Wiggins, and unanimously carried **THAT** the Board go out of closed sessions under NCGS 143-318.11(a)(6) and NCGS 143-318.11 (a)(3).

**MOTION** made by Joe Wiggins, seconded by Zack Koonce, and unanimously carried  
**THAT** the meeting be adjourned at 9:25 a.m.

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Mike Haddock  
Chairman

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Jennifer King  
Clerk to the Board



**EXHIBIT A**

(1)

**BOARD OF COUNTY  
COMMISSIONERS**

MIKE HADDOCK, Chairman  
2314 Wyse Fork Rd.  
Trenton, NC 28585

SONDRA IPOCK RIGGS, Vice-Chairman  
862 Riggstown Rd.  
Pollocksville, NC 28573

JOSEPH F. WIGGINS  
641 Richlands Road  
Trenton, NC 28585

FRANK EMORY  
8466 Hwy 41 West  
Richlands, NC 28574

ZACK KOONCE  
1539 Ten Mile Fork Road  
Trenton, NC 28585



POST OFFICE BOX 340  
TRENTON, NORTH CAROLINA 28585  
(252) 448-7571 FAX (252) 448-1072

**COUNTY MANAGER**

FRANKY J. HOWARD  
P.O. Box 340  
Trenton, NC 28585

**COUNTY ATTORNEY**

JIMMIE B. HICKS  
P.O. Drawer 889  
New Bern, NC 28563

**CLERK TO THE BOARD**

JENNIFER KING  
P.O. Box 340  
Trenton, NC 28585

**WEBSITE:**

[www.jonescountync.gov](http://www.jonescountync.gov)

email:

[jonescounty@jonescountync.gov](mailto:jonescounty@jonescountync.gov)

February 27, 2014

Department of Transportation  
104 Hwy 41 East  
Trenton, NC 28585

To Whom It May Concern:

The Jones County Board of Commissioners would like to show our appreciation and gratitude for the effort put forth by the DOT during the snow storms we recently experienced. Extreme weather conditions caused a significant amount of ice and snow accumulations making road conditions extremely dangerous. There are many citizens that cannot remain at home during inclement weather due to job requirements. The employees of the DOT ensured the road conditions were improved as quick as possible and to the best of their ability. The dedication of your team was evident as they worked countless hours to clear roadways to ensure safer travels for our citizens. Without their dedication and commitment, road conditions would have remained a threat for a much longer period of time.

Again, thank you all so much for braving the storm and harsh conditions for the betterment of the citizens of Jones County. Your hard work and dedication does not go unnoticed.

Sincerely,

Mike Haddock, Chairman  
Jones County Board of Commissioners

cc: Preston Hunter, Division Maintenance Engineer

**EXHIBIT B**

## Budget Amendment

Date: 2/27/2014

Fund: Trust Fund (Fund 70)

Fiscal Year: 2013-2014


Amendment #14

Increase Revenue

|                           |                        |                 |           |
|---------------------------|------------------------|-----------------|-----------|
| Transfer from other funds | Transfers from Fund 70 | 11-0700 4986-70 | 29,748.00 |
| TOTAL                     |                        |                 | 29,748.00 |

Increase Expenditure

|         |                   |                 |           |
|---------|-------------------|-----------------|-----------|
| Sheriff | Sheriff- Vehicles | 11-4310-5540-00 | 29,748.00 |
| Total   |                   |                 | 29,748.00 |



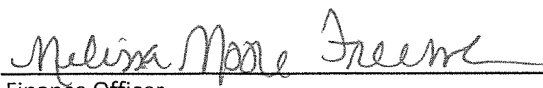
Chairman



County Manager



Clerk to the Board



Finance Officer

## Budget Amendment

Date: 2/27/2014

Fund: Water Reserves

Fiscal Year: 2013-2014 Amendment #15

Increase Revenue

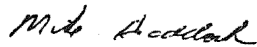
|           |                     |                 |           |
|-----------|---------------------|-----------------|-----------|
| Transfers | Transfer from Water | 63-0700-4986-60 | 10,000.00 |
|-----------|---------------------|-----------------|-----------|

|       |  |  |           |
|-------|--|--|-----------|
| TOTAL |  |  | 10,000.00 |
|-------|--|--|-----------|

Increase Fund Balance

|              |              |                 |           |
|--------------|--------------|-----------------|-----------|
| Fund Balance | Fund Balance | 63-0991-4991-00 | 10,000.00 |
|--------------|--------------|-----------------|-----------|

|       |  |  |           |
|-------|--|--|-----------|
| Total |  |  | 10,000.00 |
|-------|--|--|-----------|



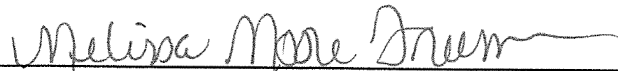
Chairman



County Manager



Clerk to the Board



Finance Officer

**EXHIBIT C**

(3)

**INTERMITTENT LEAVE OR REDUCED WORK SCHEDULE**

Pursuant to this policy, the employee may not take leave intermittently or on a reduced work schedule for child birth and birth related child care or for adoption unless the employee and the County agree otherwise; however, when medically necessary, the employee may take leave intermittently or on a reduced schedule to care for the employee's child, spouse, or parent who has a serious health condition, or because the employee has a serious health condition.

There is no minimum limitation on the amount of leave intermittently; however, the County may not require leave to be taken in increments of more than one hour.

If such leave is foreseeable, based on planned medical treatment, the County may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

Only the time actually taken as leave may be counted toward the 12 weeks of leave to which the employee is entitled when leave is taken intermittently or on a reduced leave schedule. (For example, an employee normally works 40 hours each week. The employee is on a reduced work schedule of 20 hours per week. The FMLA leave may continue for up to 24 calendar weeks.)

The FY 2010 National Defense Authorization Act amended the FMLA to further address intermittent leave. Employees on intermittent FMLA may not be required to use more leave time than necessary and must be permitted to track intermittent FMLA in one-hour increments or the smallest increment used by the employer to track other forms of leave, whichever is smaller. This amendment became effective March 8, 2013.

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**JONES COUNTY RESPONSIBILITY**

Notification of FMLA Provisions – In addition to the posting requirement outlined in posting section, the County shall include the FMLA provisions in written publications, such as policy manual. In addition, each time an employee provides notice of the need for FMLA leave, the agency shall provide the employee with written notice detailing the specific expectations and obligations of the employee.

**Notice of Eligibility and Rights and Responsibilities**

Employees of Jones County will be required to provide a formal request for the need for FMLA leave. Once management has received the request, the employee will be notified that he/she is eligible for FMLA leave within five business days after receiving a request for FMLA leave or within five days of acquiring knowledge that an employee is absent for an FMLA-qualifying reason. The notice will be in writing and in those cases where the employee is not eligible, he/she will be provided the reasons for the ineligibility.

When an employee is on paid leave but has not given notice of the need for FMLA leave, the County shall, after a period of three workdays, request that the employee provide sufficient information to establish whether the leave is for a FMLA-qualifying reason. If an absence, which begins as other than FMLA, later develops into an FMLA qualifying absence, the entire portion of the leave period that qualifies under FMLA may be counted as FMLA. Leave may be

designated as FMLA leave retroactively.

If an employee is out for a reason that qualifies for FMLA leave and the County does not learn of the reason for the leave until the employee returns to work, the County may designate the leave as FMLA leave within two regular business days of the employee's return.

Employees shall be provided a Notice of Eligibility and Rights and Responsibilities (US DOL Form WH 381) documenting the receipt of the employee request for FMLA, the purpose of the request and the designation of eligibility. In situations where the employee does not meet eligibility requirements, the County will provide reasons for the employee's ineligibility.

At the same time that the County notifies the employee that he/she is eligible for FMLA leave, it must also give the employee a notice that details the specific rights and the specific expectations and obligations of the employee on FMLA leave. The rights and responsibilities notice must also include the following information:

- Whether the employee must provide a medical certification;
- Whether the leave will count against the employee's 12-week FMLA entitlement;
- Whether the County requires the use of accrued paid leave in lieu of unpaid leave;
- That the employee may elect to use accrued paid leave in place of unpaid leave and any conditions related to the substitution of paid leave for unpaid leave;
- Whether the employee needs to make contributions toward health insurance premium payments and, if so, what arrangements the employee needs to make, as well as the consequences of a failure to make contribution payments;
- That the employee is liable for reimbursing the County for health insurance contributions if the employee fails to return to work upon the conclusion of FMLA leave;
- Whether the employee is a "key employee" of Jones County and the reasons why restoration may be denied upon the conclusion of FMLA leave;
- That the employee has the right to return to the same or an equivalent job.
- Whether the employee must provide periodic updates on his/her condition during the period of FMLA leave;
- Whether the employee must provide a fitness-for-duty certification before returning to work.

#### Medical Certifications

The County must allow the employee fifteen calendar days to obtain a medical certification from the medical provider(s). If the employee does not return the certification within the 15-day period, the employee loses his/her right to FMLA and to return to the same or substantially equivalent position. It will not be a violation of the Family Medical Leave Act to either deny FMLA or to terminate an employee who has not returned a medical certification within 15 days. The County is entitled to a complete and sufficient certification. If for some reason the certification is incomplete or insufficient, the employee will be notified that he/she will have seven additional, calendar days in which to provide the required information. FMLA leave may be denied to any employee requesting leave who fails to return a medical certification or who fails to return a complete and sufficient certification after being given seven days to resubmit it. In accordance with the Department of Labor and HIPAA regulations, a County representative may directly contact a medical provider for clarification in regard to information useful in the determination of a serious health condition. The representative may be the County Manager, Human Resources Director, or management official. Under no circumstances, may the immediate supervisor contact the medical provider.

At the time the County requests certification, representatives shall advise the employee of the anticipated consequences of an employee's failure to provide adequate certification and shall provide the employee a reasonable opportunity to correct any incomplete information.

If the County has reason to doubt the validity of a medical certification, it may require the employee to obtain a second opinion at the County's expense. Pending receipt of the second (or third) opinion, the employee may be placed on FMLA retroactively. If the certifications do not ultimately establish the employee's entitlement to FMLA leave, the leave shall not be designated as FMLA leave.

If the opinions of the employee's and the County's designated health care providers differ, the County may require the employee to obtain certification from a third health care provider, again at the County's expense. This third opinion shall be final and binding. The third health care provider may be designated or approved jointly by County and the employee.

For Medical Certifications use the US DOL WH-380E – Certification of Health Care Provider for Employee's Serious Health Condition for all employees who have a serious health condition. A job description and ADA Checklist will be attached to the medical certification for the purpose of assisting the medical provider in understanding the expectations and essential functions required of the employee.

The US DOL H-380-F – Certification of Health Care Provider for Family Member's Serious Health Condition form will be utilized for certifying a serious health condition of an employee's family member.

#### Notice and Designation Requirements

Once the County has received a completed medical certification form, or otherwise has acquired enough knowledge to determine whether the employee is entitled to FMLA leave, the employer must give the employee a separate Designation Notice advising the employee that the leave is being designated FMLA leave within five business days. Regardless of whether the information was included in the eligibility and rights and responsibilities notice, the County will include the following information in the designation notice:

Whether accrued paid leave will be substituted for unpaid leave;  
Whether the employee must provide a fitness-for-duty certification before returning to work;  
A list of the employee's essential job functions, if the fitness-for-duty certification must address the employee's ability to perform essential job functions; and  
Notice of the amount of leave that will be counted against the employee's FMLA entitlement.  
US DOL Form WH-382 may be utilized for the Designation Notice.

#### Re-certification of Medical Conditions

The County may request re-certification no more often than 30 days unless: (a) an extension is requested, (b) circumstances described by the previous certification have changed significantly or (c) the County receives information that casts doubt upon the employee's stated reason for the absence.

If the minimum duration specified on a certification is more than 30 days, the County may not request re-certification until that minimum duration has passed.

The employee must provide the requested re-certification to County within the time frame requested (which must allow at least 15 calendar days after the agency's request), unless it is not practicable under the particular circumstances.

**EMPLOYEE/SUPERVISOR RESPONSIBILITY**

A. Notice – The employee shall give notice to the Supervisor and/or Department Head for leave requested under this policy. The employee must explain the reasons for the needed leave in order to allow the County to determine that the leave qualifies under the Act. The Department Head shall prepare the initial FMLA paperwork and immediately notify the Human Resources Office and refer the employee to the Human Resources Office, which will manage the FMLA process.

1. Birth or Adoption – The employee shall give the County no less than 30 days notice, in writing, of the intention to take leave, subject to the actual date of the birth or adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable, which becomes known to the employee.
2. Planned Medical Treatment – When the necessity for leave to care for the employee's child, spouse or parent or because the employee has a serious health condition, the employee must give 30 day's notice if practical of the intention to take leave.
3. Medical Emergency – In the case of a medical emergency requiring leave because of an employee's own serious health condition or to care for a family member with a serious health condition, the County shall not require written advance notice.

If the employee will not return to work after the period of leave, the employee shall notify the County in writing. Failure to report at the expiration of the leave, unless an extension has been requested, may be considered as a resignation.

**QUALIFYING EXIGENCY LEAVE UNDER THE FMLA**

The FMLA requires Jones County to grant up to twelve weeks of leave for certain qualifying exigencies to employees whose spouse, child of any age or parent is a military service member under a call or order to federal active duty in support of a contingency operation. This form of FMLA is defined as qualifying exigency leave. Qualifying exigency leave is designed to give employees time to deal with some of the informational, financial and child-related issues that arise when a family member is called to or on active duty.

The US Department of Labor defines qualifying exigency as:

Deployment of a service member with seven or fewer days notice;  
Military ceremonies and events, as well as support, family-assistance or informational programs related to a service member's active duty or call to active duty status;  
Providing urgent, immediate childcare or arranging for alternative childcare for the children of service members on or called to active duty;  
Attending school or daycare meetings relating to the child of a service member on or called to active duty;  
Making financial or legal arrangements related to a service member's active duty status or call to active duty;  
Post-deployment activities for a period ninety days after the termination of the service member's active duty status.  
Qualifying exigency leave is limited to situations in which a call or order to active duty status is

in support of a contingency operation. The active duty orders of a service member will generally state whether he/she is serving in support of a contingency operation.

Qualifying exigency leave applies only to the family members of those serving in Reserve components of the armed forces, the National Guard and certain retired members of the regular armed forces and the retired reserve.

In the FY 2010 National Defense Authorization Act Amendments, regulations have been extended for FMLA leave to include eligible employees with family members serving in the Regular Armed Forces for qualifying exigencies arising out of service member's deployment including foreign deployment. The foreign deployment applies to the deployment of all service members to include National Guard, Reserves, Regular Armed Forces. It also increases the length of time an eligible member may take for the qualifying exigency leave reason for the Rest and Recuperation from 5 days to up to 15 days and creates a new qualifying exigency leave category for parental care. This rule became effective on March 8, 2013. Qualifying exigency leave may be taken on an intermittent or reduced schedule. Notice of the need for qualifying exigency leave must be "as soon as practicable".

#### **CERTIFICATION FOR QUALIFYING EXIGENCY LEAVE**

Jones County shall require employees requesting qualifying exigency leave to provide:

A copy of the military member's active duty orders or other documentation issued by the military indicating that the military member is on or called to active duty in support of a contingency operation and the dates of active duty service, and

A certification from the employee setting forth facts supporting the employee's need for leave in this situation, the approximate starting date on which the qualifying exigency began or will begin, the beginning and ending dates of the absence for which the employee is requesting FMLA qualifying exigency leave and if the employee is meeting with a third-party, identifying and contact information for the third party and a description of the meeting's purpose.

Jones County shall not request re-certification of the covered service member's active duty or call to active duty orders. The County shall request certification of the need for qualified exigency leave and shall request the certification in writing within five days of the request for or beginning of leave and the certification must be completed and returned within fifteen days of its receipt from the County.

The US DOL Form WH-384 will be required to request a certification of qualifying exigency for military family leave.

#### **MILITARY CAREGIVER LEAVE UNDER THE FMLA**

FMLA-eligible employees may take up to 26 weeks of leave within a twelve-month period to care for a family member who has been injured or become ill while serving in the armed forces. Employees may take military caregiver leave to care for current member of:

Regular Armed Forces in contrast to qualifying exigency leave where current members of the regular Armed Forces are not include as "covered service members".

National Guard or Reserves

Regular Armed Forces or National Guard or Reserves who are on the temporary disability retired list, who have a serious injury or illness incurred in the line of duty on active duty that renders them medically unfit to perform the duties of his/her office, grade



or rating, and for which the service member is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list.

The spouse, "son or daughter of a covered service member," "parent of a covered service member" or "next of kin of a covered service member" may take military caregiver leave under the FMLA. In the FY 2010 National Defense Authorization Act, amendments extend FMLA military caregiver leave for family members of current service members to include a pre-existing injury or illness that existed prior to service or was aggravated in the line of duty. It also expands military caregiver leave to care for covered veterans. It defines a covered veteran as an individual who is undergoing medical treatment, recuperation or therapy for serious injury or illness and who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. This rule became effective March 8, 2013.

Jones County shall require an employee to give notice of the need for military caregiver leave:

30-days in advance, when the need for military caregiver leave is foreseeable.  
Either the same day or the next business day, when the need for military caregiver leave was not foreseeable.

The County may ask an employee requesting military caregiver leave to provide a medical certification of the need for leave from the healthcare provider of the service member. For the purpose of military caregiver leave, the health care providers who may complete the certification include Department of Defense providers, Department of Veterans Affairs providers, TRICARE network authorized private providers and non-network TRICARE authorized private providers. A medical certification for military caregiver leave may request information sufficient to establish the employee's need for leave, including the following information:

A statement of medical facts regarding the service member's health condition—specifically, facts relating to whether the injury or illness render the service member medically unfit to perform the duties of his or her military office, grade, rank or rating and whether the member is receiving medical treatment, recuperation or therapy;  
Information sufficient to establish that the service member is in need of care;  
A description of the care to be provided to the service member and an estimate of the leave needed to provide the care; and  
The relationship of the employee to the service member.

Certification of the need for military caregiver leave is subject to the same time requirements as FMLA leave. The County must request the certification in writing within five days of the request for or beginning of leave and the certification must be completed and returned within fifteen days of its receipt from the employer. Because military caregiver leave differs from FMLA leave to care for a family member with a serious health condition, the County will not use the same certification form for traditional FMLA leave and military caregiver leave. US DOL Form WH-385 will be utilized for requests of military caregiver leave.

Like FMLA leave requests, the timing requirements for certification of the need for military caregiver leave are the same, fifteen calendar days after receiving the form from the agency. For military caregiver leave, second and third opinions in addition to re-certification are not permitted. The County shall accept an "invitational travel order" or "invitational travel authorization" issued to a family member to join an ill or injured service member at his or her

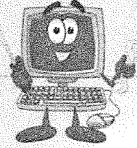
bedside in lieu of the Form WH-385.

The employee is eligible for 26 weeks of leave to care for the service member during a single twelve-month period. Employee is also entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason in a year in which she or he takes military caregiver leave. The single twelve-month period begins the first day the employee takes military caregiver leave and ends twelve months later; regardless of the method that the agency uses to determine FMLA entitlement for other forms of FMLA leave. Military caregiver leave may be taken on an intermittent or reduced leave schedule.

In the FY 2010 National Defense Authorization Act, an amendment was included to regulate and implement the Airline Flight Crew Technical Corrections Act, which establishes eligibility requirements specifically for airline flight crew members and flight attendants for FMLA leave and authorizes the Department of Labor to issue regulations regarding the calculation of leave for such employees as well as record keeping requirements for their employers. This rule became effective March 8, 2013.

**EXHIBIT D**

(5)

**JNB Tek LLC**403 8th St.  
Maysville, NC 28555**Date** 2/19/2014**Estimate #** 489**Name / Address**County of Jones  
Attn: Franky Howard  
P.O. Box 340  
Trenton, NC 28585

| Item     | Description  | Qty | Rate   | Total   |
|----------|--|-----|--------|---------|
| JNB-5000 | Landfill<br>AMD A8-5600K<br>8GB Dual Channel DDR3<br>500GB HDD<br>DVD/CD Burner<br>Slim Case w/ LCD Screen<br>Windows 7 64 Bit<br><br>Assumes reuse of existing monitor/Keyboard<br>All installation / data transfer / setup billed hourly | 1   | 599.99 | 599.99T |

Thanks for your consideration  
I authorize the work  
on this quote to begin.

Quote is good for 15 days!

|                          |          |
|--------------------------|----------|
| <b>Subtotal</b>          | \$599.99 |
| <b>Sales Tax (6.75%)</b> | \$40.50  |
| <b>Total</b>             | \$640.49 |

JNB Tek LLC

Phone # 910-375-5292

Fax # 910-375-1297

bryan@jnbtek.com

www.jnbtek.com

**JNB Tek LLC**403 8th St.  
Maysville, NC 28555**Date** 2/19/2014**Estimate #** 490**Name / Address**County of Jones  
Attn: Franky Howard  
P.O. Box 340  
Trenton, NC 28585

| Item     | Description   | Qty | Rate   | Total   |
|----------|---|-----|--------|---------|
| JNB-5000 | DSS<br>AMD A8-5600K<br>8GB Dual Channel DDR3<br>500GB HDD<br>DVD/CD Burner<br>Slim Case w/ LCD Screen<br>Windows 7 64 Bit<br><br>Assumes reuse of existing monitor/Keyboard<br>All installation / data transfer / setup billed hourly | 1   | 599.99 | 599.99T |

Thanks for your consideration  
I authorize the work  
on this quote to begin.

Quote is good for 15 days!

|                          |          |
|--------------------------|----------|
| <b>Subtotal</b>          | \$599.99 |
| <b>Sales Tax (6.75%)</b> | \$40.50  |
| <b>Total</b>             | \$640.49 |

JNB Tek LLC

Phone # 910-375-5292

Fax # 910-375-1297

bryan@jnbtek.com

www.jnbtek.com

**JNB Tek LLC**403 8th St.  
Maysville, NC 28555**Date** 2/19/2014**Estimate #** 484**Name / Address**County of Jones  
Attn: Franky Howard  
P.O. Box 340  
Trenton, NC 28585

| Item     | Description  | Qty | Rate   | Total   |
|----------|--|-----|--------|---------|
| JNB-5000 | EM/Inspections<br>AMD A8-5600K<br>8GB Dual Channel DDR3<br>500GB HDD<br>DVD/CD Burner<br>Slim Case w/ LCD Screen<br>Windows 7 64 Bit<br><br>Assumes reuse of existing monitor/Keyboard<br>All installation / data transfer / setup billed hourly | 1   | 599.99 | 599.99T |

Thanks for your business!  
I authorize the work  
on this quote to begin.

JNB Tek LLC

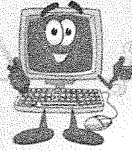
|                          |          |
|--------------------------|----------|
| <b>Subtotal</b>          | \$599.99 |
| <b>Sales Tax (6.75%)</b> | \$40.50  |
| <b>Total</b>             | \$640.49 |

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**JNB Tek LLC**

403 8th St.  
Maysville, NC 28555

**Date** 2/19/2014

**Estimate #** 482

**Name / Address**

County of Jones  
Attn: Franky Howard  
P.O. Box 340  
Trenton, NC 28585

| Item          | Description  | Qty | Rate   | Total     |
|---------------|--|-----|--------|-----------|
| JNB-4500      | Jones County Health Department<br>AMD A6-5400K<br>4GB Dual Channel DDR3<br>128GB SSD<br>DVD/CD Burner<br>Slim Case w/ LCD Screen<br>Windows 7 64 Bit | 11  | 539.00 | 5,929.00T |
| Lenovo Laptop | I5-3230M w/ 4GB DDR3, DVDRW, 15.6" Screen 500GB HDD  | 2   | 729.00 | 1,458.00T |
| other         | USB docking station, uses single plug to enable connectivity to 10 devices including Monitor, printers, flash drives.                                | 2   | 149.00 | 298.00T   |
|               | All setup / installation billed hourly   |     |        |           |

Thanks for your consideration  
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**Subtotal** \$7,685.00  
**Sales Tax (6.75%)** \$518.74  
**Total** \$8,203.74

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**JNB Tek LLC**403 8th St.  
Maysville, NC 28555**Date** 2/19/2014**Estimate #** 485**Name / Address**County of Jones  
Attn: Franky Howard  
P.O. Box 340  
Trenton, NC 28585

| Item          | Description  | Qty | Rate   | Total     |
|---------------|--|-----|--------|-----------|
| Lenovo Laptop | Manager<br>I5-3230M w/ 4GB DDR3, DVDRW, 15.6" Screen 500GB HDD<br><br>Assumes reuse of existing monitor/Keyboard<br>All installation / data transfer / setup billed hourly | 2   | 729.00 | 1,458.00T |

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Quote is good for 15 days!

|                          |            |
|--------------------------|------------|
| <b>Subtotal</b>          | \$1,458.00 |
| <b>Sales Tax (6.75%)</b> | \$98.42    |
| <b>Total</b>             | \$1,556.42 |

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**JNB Tek LLC**403 8th St.  
Maysville, NC 28555**Date** 2/19/2014**Estimate #** 486**Name / Address**County of Jones  
Attn: Franky Howard  
P.O. Box 340  
Trenton, NC 28585

| Item     | Description  | Qty | Rate   | Total     |
|----------|--|-----|--------|-----------|
| JNB-5000 | Jail<br>AMD A8-5600K<br>8GB Dual Channel DDR3<br>500GB HDD<br>DVD/CD Burner<br>Slim Case w/ LCD Screen<br>Windows 7 64 Bit<br><br>Assumes reuse of existing monitor/Keyboard<br>All installation / data transfer / setup billed hourly | 5   | 599.99 | 2,999.95T |

Thanks for your consideration  
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on this quote to begin.

Quote is good for 15 days!

JNB Tek LLC

|                          |            |
|--------------------------|------------|
| <b>Subtotal</b>          | \$2,999.95 |
| <b>Sales Tax (6.75%)</b> | \$202.50   |
| <b>Total</b>             | \$3,202.45 |

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Fax # 910-375-1297

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**JNB Tek LLC**403 8th St.  
Maysville, NC 28555**Date** 2/19/2014**Estimate #** 487**Name / Address**County of Jones  
Attn: Franky Howard  
P.O. Box 340  
Trenton, NC 28585

| Item     | Description   | Qty | Rate   | Total     |
|----------|---|-----|--------|-----------|
| JNB-5000 | Tax<br>AMD A8-5600K<br>8GB Dual Channel DDR3<br>500GB HDD<br>DVD/CD Burner<br>Slim Case w/ LCD Screen<br>Windows 7 64 Bit<br><br>Assumes reuse of existing monitor/Keyboard<br>All installation / data transfer / setup billed hourly | 3   | 599.99 | 1,799.97T |

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on this quote to begin.

Quote is good for 15 days!

|                          |            |
|--------------------------|------------|
| <b>Subtotal</b>          | \$1,799.97 |
| <b>Sales Tax (6.75%)</b> | \$121.50   |
| <b>Total</b>             | \$1,921.47 |

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**JNB Tek LLC**403 8th St.  
Maysville, NC 28555

Date 2/19/2014

Estimate # 488

**Name / Address**County of Jones  
Attn: Franky Howard  
P.O. Box 340  
Trenton, NC 28585

| Item     | Description   | Qty | Rate   | Total     |
|----------|---|-----|--------|-----------|
| JNB-5000 | Rod<br>AMD A8-5600K<br>8GB Dual Channel DDR3<br>500GB HDD<br>DVD/CD Burner<br>Slim Case w/ LCD Screen<br>Windows 7 64 Bit<br><br>Assumes reuse of existing monitor/Keyboard<br>All installation / data transfer / setup billed hourly | 3   | 599.99 | 1,799.97T |

Thanks for your consideration  
I authorize the work  
on this quote to begin.

Quote is good for 15 days!

|                          |            |
|--------------------------|------------|
| <b>Subtotal</b>          | \$1,799.97 |
| <b>Sales Tax (6.75%)</b> | \$121.50   |
| <b>Total</b>             | \$1,921.47 |

JNB Tek LLC

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**EXHIBIT E**DEBT SETOFF REFUND REPORT  
02/24/2014

(6)

| NAME & ADDRESS  | AMOUNT TO REFUND | ACCONT # |
|---|------------------|----------|
| Doris Branch<br>124 Jack Lillier Ln<br>Kinston, NC 28501              | \$119.55         | 2581     |
| Calandra Brown<br>PO Box 103<br>Maysville, NC 28555                   | \$163.92         | 31304    |
| Donna Brown<br>PO Box 896<br>Maysville, NC 28555                      | \$59.66          | 2868     |
| Kevin Chase<br>314 Greentown Rd<br>Trenton, NC 28585                  | \$64.19          | 26468    |
| Barbara Dixon<br>1469 Davisfield Rd<br>Pollockville, NC 28573         | \$155.66         | 22082    |
| Matthew Fothergill<br>4290 Ten Mile Fork Rd<br>Pollockville, NC 28573 | \$59.18          | 30252    |
| Doris Harris<br>332 Simmons Loop Rd<br>New Bern, NC 28562             | \$132.67         | 10909    |
| Kim Hill<br>750 Hunters Creek Rd<br>Maysville, NC 28555               | \$73.07          | 14417    |
| Kimberly Moran<br>279 Trent Farm Rd<br>New Bern, NC 28560             | \$109.27         | 28147    |
| Kimberly Oates<br>216 John Mallard Ln<br>Trenton, NC 28585            | \$60.16          | 17144    |
| Ninja Payne<br>121 Magnolia Ln<br>Trenton, NC 28585                   | \$80.01          | 30516    |

DEBT SETOFF REFUND REPORT  
02/24/2014

|                        |  |            |            |  |       |
|------------------------|--|------------|------------|--|-------|
|                        |  |            |            |  |       |
|                        |  |            |            |  |       |
| Joseph Toler           |  |            |            |  |       |
| 2892 Cobb Rd           |  |            |            |  |       |
| Kinston, NC 28501      |  |            | \$56.93    |  | 30946 |
| James Wooten           |  |            |            |  |       |
| 139 Country View Ln    |  |            |            |  |       |
| Kinston, NC 28504      |  |            | \$84.36    |  | 21402 |
| Total Refunds          |  |            | \$1,218.63 |  |       |
| SUMMARY:               |  |            |            |  |       |
| Total amount of setoff |  |            |            |  |       |
|                        |  |            | \$8,763.19 |  |       |
| Tax Dept               |  | \$7,608.69 |            |  |       |
| EMS                    |  | \$366.00   |            |  |       |
| Health                 |  | \$375.94   |            |  |       |
| Water                  |  | \$412.56   |            |  |       |